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CENTRAL STATISTICAL SERVICES

PROPOSED STATISTICAL

PROGRAM AND REORGANIZATION

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Ontario Ministry of Treasury, Economics and Intergovernmental Affairs

Central Statistical Services

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CENTRAL STATISTICAL SERVICES

PROPOSED STATISTICAL PROGRAM AND REORGANIZATION

Ontario
Ministry of Finance
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Research and
Information Services

Prepared by

CENTRAL STATISTICAL SERVICES
JULY 1975

C O N T E N T S

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CENTRAL STATISTICAL SERVICES
PROPOSED STATISTICAL PROGRAM AND REORGANIZATION

EXECUTIVE SUMMARY

Following a review of statistical services in the Ontario Government by the Committee on Government Productivity, Management Board appointed a committee to define the operating environment proposed by COGP and to propose an implementation plan. This committee accordingly presented in November 1973 an implementation plan[1] for the Ontario Statistical Bureau.

Subsequently, Mr. G. G. Bell, General Manager of Administration, requested that Mr. O. M. Schnick, Executive Director, Central Statistical Services, take steps to formally document a statistical program, and to reorganize the Central Statistical Area so that given current circumstances--legislation, budget and complement, the major functions and structures set out in the *Implementation Committee Report*--would be provided to the extent feasible at this time.

Accordingly, this report was prepared by a project team of senior statistical personnel. Part I of the report describes the proposed statistical program (current and future), while Part II describes the proposed objectives, functions, organization, and operational procedures

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[1] *Statistics Ontario - Implementation Plan Based on COGP Recommendations for an Ontario Statistical Bureau*, prepared in November 1973 by the Implementation Planning Committee for Management Board of Cabinet.

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for a restructuring of Central Statistical Services to support this program.

The major objective of the project team has thus been to review and modify the organizational structure of Central Statistical Services to ensure that the statistical priorities and needs of Ontario are being met in the most efficient way. The team accordingly took into account the need for the statistical operation to adhere to a quickly changing environment which requires better utilization of existing information sources through improving information exchange between users and suppliers of data, thus reducing cost-absorbing and duplication activities currently present and traditionally used in the data collection area. The developments in economic and social programming and management techniques together with unprecedented advances in data processing technology make the approach of obtaining, storing and disseminating data on a large scale feasible.

PROPOSED STATISTICAL PROGRAM

The highlights of the proposed statistical program are:

- responsiveness to the current and emerging needs of statistical data users is to be maximized
- priority needs are to be met in the following order as suggested by Statistics Ontario, Implementation Plan[2]; government-wide policy planning, individual ministry policy planning and administration, other ministries with which Central Statistical Services has agreements, and outside users

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[2] *Op. cit., page 1.*

  - confidentiality of data supplied is to be ensured
  - duplication of data collection is to be eliminated to the greatest possible extent
  - respondent burden is to be reduced
  - the need for statistics of better quality, improved timeliness, finer detail, more consistent format, is to be recognized as well as greater flexibility and integration of output

- In meeting the above objectives a structure is recommended which will facilitate the operations of the following functions:
  - Identification and co-ordination of data needs
  - Planning for integration, including standardization of data files and development of a business register
  - Assembling and dissemination of statistical data
  - Provision of statistical consulting services
  - Survey and production support
  - Quantitative analysis capability.
- It is recommended that a mechanism be set up for handling statistical policy and priorities and for reviewing work progress and efficiency.
- It is recommended that future activities be directed towards establishing and administering an effective central data information facility which will over time, evolve into an Ontario data and information bank serving all Ontario statistical data users including not only the provincial government but also regional and local governments and the private and academic communities.

This data base, which can only be developed with the co-operation of all ministries and agencies, must be compatible with other statistical systems and have an adequate security system. The fundamental acceptance of the role of the donor ministries and/or agencies to control their data within a central facility lies at the centre of this activity.

PROPOSED REORGANIZATION

- It is proposed that a matrix organization be implemented by maintaining the present structure of the Division and two branches and by use of the interdisciplinary work team approach and of interministerial committees for advisory purposes.

CENTRAL STATISTICAL SERVICES DIVISION

- A Division Head would supervise the administration of the Statistics Act and would be responsible for managing the Division. He would meet with the Inter-ministerial Advisory Committee and would be the official Government delegate to the Federal-Provincial Statistics Consultative Council on Statistical Policy.

- Statistical Data Users and Technical Advisory committees[3]
    - These committees will be the formal advisory bodies identifying areas of statistical priorities and needs on behalf of the Ministry. The Statistical Data Users

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[3] *Terms of reference for these committees are given in Appendix B.*

Committee will meet at least twice a year but may meet more often as required. The Technical Advisory Committee acts as the executive arm of the main committee and will meet as dictated by the consultation requirements of the agency.

ONTARIO STATISTICAL CENTRE

- The director of the Ontario Statistical Centre would be responsible for directing the Branch and in providing leadership in statistical research and in the development of a strong provincial statistical system.
- It is recommended that the following sections be set up and organized in the Ontario Statistical Centre.

1) Client Services - responsible for liaising with users and identifying, evaluating and co-ordinating their needs on a subject matter basis; for conducting feasibility studies and obtaining project approval; for co-ordinating and keeping abreast of federal-provincial statistical developments and reviewing for possible impact on the provincial statistical system; and for keeping abreast of statistical activity in other provincial governments.

2) Promotional and Publication Services - responsible for projecting the image and services of the Centre, developing publication guidelines and providing publication services within the Centre.

3) Data Management - responsible for assembling, storing, integrating and retrieving data, thus providing an effective facility for servicing user

data requests; the function would include establishing and administering the Ontario data information facility.

4) Statistical Standards and Methodology - responsible for providing expertise on statistical methodology and for formulating, promoting and implementing standards which would facilitate the integration and linkage of data.

5) Statistical Surveys - responsible for maintaining a central production facility for carrying out censuses and surveys and for coding and adjusting administrative files.

QUANTITATIVE ANALYSIS BRANCH

- This branch would utilize the data flows generated by other units of the Division, Statistics Canada and other agencies into a comprehensive system of social and economic accounts and input-output tables and provide econometric services to this Ministry and others.

It is recommended that the following three sections be set up and organized in the Quantitative Analysis Branch.

1) Social and Economic Accounts - responsible for utilizing data flows from various sources in support of a system of social and economic accounts for the Province.

2) Input-Output Analysis - responsible for developing and maintaining input-output tables for the Province

and economic planning regions.

3) Quantitative Research - responsible for providing econometric and other socio-economic model building services for the Province.

PART I: THE PROPOSED STATISTICAL PROGRAM

I OBJECTIVES OF THE PROGRAM

The goal of the statistical program that is planned and operated by Central Statistical Services is to maximize responsiveness to the current and emerging needs of its users. These needs include, in particular, those required for government-wide or individual-ministerial policy formulation and planning, as well as the needs of regional and local governments and the private and academic communities. At the same time, the program aims to ensure confidentiality, eliminate duplication, reduce the burden on respondents, and stay within stringent budgetary constraints.

In planning the statistical program, cognizance was taken of the accelerating need for more statistics, of better quality, improved timeliness, finer detail, more consistent format, and greater flexibility and integration of output. Such demand has been created largely by policy and research users whose jobs have become more complex due to the growing interdependence of programs between ministries, as a consequence of interaction of a multitude of economic and social conditions. Now, more than ever, users are depending on statistical information in describing, analyzing and/or predicting a variety of social and economic phenomena. The Provincial Government must therefore have a statistical program to effectively meet this demand for economic and social information, especially in a period when cost saving is predominant.

In developing, operating, and updating the statistical program, the Division has benefitted from the assistance of an advisory committee composed of qualified representatives of the main user ministries. This committee reviews the program of activities and ways to deal with weaknesses, and considers how to improve the long-run effectiveness of the statistical system. In the past this assistance has come from committees such as the former Inter-Ministerial Data Base Planning Committee and the Statistical Users Advisory Committee of the former Department of Treasury and Economics. Since the Division's terms of reference emphasize a government-wide statistical service, it is anticipated that the current Statistical Data Users' Committee, and the Technical Advisory Group on Statistics will continue to be the Division's main advisory bodies that identify and assess statistical sources and needs in the Provincial Government. To meet this challenge of rapidly expanding data dissemination, the statistical program has been designed to coordinate and synthesize statistical data collection activities.

The proposed statistical program will aim towards more efficient utilization of existing information and/or data bases both within and outside the government. Many current government administrative programs focus attention on data that is useful for measuring economic, fiscal, social and demographic phenomena. However, these data do not mesh in any overall system, and this lack of standardization prevents the data's integration in a way that would maximize

their usefulness. In planning its statistical program, the Division emphasized the coordination of data collection between Ontario Government ministries, the integration of data bases, and improvement in flexibility, standardization, accessibility, and dissemination. Steps are also being taken to better integrate provincial data with that produced by Statistics Canada and other statistics-producing departments and agencies.

II FUNCTIONS OF THE PROGRAM

To achieve the Program's goal the following six basic functions must be performed:

1. Identifying and co-ordinating data needs:

   This activity aims at improving communication and co-operation in statistical matters, within the Provincial Government, and with external data suppliers such as Statistics Canada. Demands for programs and research activities would be identified, summarized, and obtained where feasible, by client services representatives. These representatives must be available continuously to serve their clients, and be responsible for these clients' receiving satisfactory service.

2. Planning for integration:

   a) Standard classification systems: These are vital for achieving the statistical coherence needed to manipulate data. There is a continuous need to promote uniform implementation and updating of

classifications. This process requires constant planning, co-ordination, and negotiation with suppliers and users of data, and other provincial, national and international agencies. To achieve the full benefits of integrated data files, an education program on the use of standards and classifications is essential.

b) Business register: To use the standard industrial classification and cover activities without duplication requires a comprehensive business register with all reporting units clearly identified. Presently we have an agreement with Statistics Canada for access to the Ontario portion of its Business Register to serve Provincial Government users. The program includes extending current data files as well as servicing and promoting the Register's usage.

3. Assembling and disseminating statistical data:

The statistical program requires an information system capable of responding quickly to users' data requests. This requires the establishment and maintenance of a central index of data available for statistical purposes, including objectives, methodology, security conditions, location, definitions, and type of accessing. Data should be present in a readily accessible form, and released using uniform disclosure standards. Program planning must recognize the potential of the computer for flexible storage and retrieval. The program for the information system envisaged cannot be implemented

instantly in its entirety, but will probably require a developmental period of five or more years.

4. Providing statistical consulting services:

   Part of the statistical program is the provision of statistical expertise on problem solving, survey design, parametric and non-parametric testing, variance-covariance testing, regression analysis, estimation procedures, and interpretation of data. The demand for the service appears to be growing rapidly as many ministries lacking their own professional statistical staff seek such advice.

5. Support for surveys and production:

   Adequate servicing of user requests requires that the statistical program include a survey- and census-conducting facility for those ministries that lack survey staff. To fully meet user needs, it is also necessary to be able to participate when feasible in joint surveys with Statistics Canada and other statistical agencies, and to be able to assist in the preparation and adjustment of administrative files to facilitate their use for statistical purposes.

6. Quantitative analysis:

   The Division's statistical program has provision for performing and providing a wide range of statistical, mathematical, and econometric analyses to assist analysts and policy-makers in recognizing important interdependencies and thus the probable consequences of making certain economic and social changes, across

time and across society. Concentrated effort is placed upon development and maintenance of a system of provincial social and economic accounts, development of input-output models and on provision of econometric services.

III SELECTION AND MONITORING OF PROJECTS

In accordance with these statistical program functions, the Division has undertaken many co-ordination, consultation, production, research, and dissemination activities, some on an adhoc basis and others on a continuing basis. To consider new projects there must be a mechanism to clarify requests (especially those which may be badly expressed) and to identify and anticipate new statistical directions if the statistical program is to meet these effectively in future years. Thus the Division makes a thorough evaluation of user needs, especially as reflected by the Statistical Data Users Committee, on each new project request. Actual commitment depends on how well the project fits statistical priorities and available resources and finances.

For existing projects, the program includes a review mechanism to ensure that statistical work proceeds on schedule and conforms to rules regarding quality, nomenclature and parameters. Feedback is given to appropriate committees or individual clients on progress or problems encountered. Periodic revisions are also undertaken for existing management-approved projects, to ensure that resources are employed to their maximum

advantage in response to changing user requirements. This monitoring process is vital to the operation of a statistical office that endeavours to satisfy both the short and the long-term data needs of its clients.

IV LIST OF EXISTING PROJECTS

A succinct description of each project currently being carried out by the Division is given in APPENDIX A together with background notes and information on usage. The list of projects is as follows:

Co-ordination/Promotion Activities

- Information Activities
- Co-ordination
- Statistical Consultation Services
- Standards
- Ontario Statistical Review
- Onstat News

Data Management Activities

- Catalogue of Statistical Files
- Retrieval from Cansim and SSRL Data Bases
- Business Register
- Geocoding

Industrial Statistics

- The Annual Census of Manufactures
- The Annual Census of Mines, Quarries and Sand Pits
- The Annual Census of Forestry
- Product Directory
- Energy Statistics

Financial Statistics

- Corporation Growth in Ontario
- Credit Union Financial Survey
- Mortgage Registration Survey
- Survey of Real Estate Brokerage Firms

· Foreign Content of Ontario Government Purchases

· Survey of Ontario Government Scientific Activities

Population and Household Statistics

· Census of Polulation and Households

· Migration Flows Model

Social Statistics

· Social Indicators

· Estimated Expenditures on Health Care, Ontario

Quantitative Analysis

· Social and Economic Accounts

· Input-Output Analysis

· Quantitative Research

V FUTURE STATISTICAL ACTIVITIES

During the next few years, the Division must ensure that it has adequate capability to develop and maintain closer collaboration in statistical matters with data users, not only in provincial government ministries, but also in local and regional governments and in the private and academic communities. Providers, producers, and users of statistics will need to work together harmoniously, to service the statistical needs of Ontario data users more effectively, and to maximize the usage of existing data files. Demand for reducing collection costs and respondent harrassment will force more attention to using currently available files and revising them where necessary to meet classification and collection requirements. Therefore the Division, in its role of obtaining and disseminating data, will need to expand its co-ordinating activities. In particular the following areas will be pursued:

1. Ontario Information System

   Population mobility, urbanization, and changing population demands have created a need for an extensive body of information which can be utilized in social/economic planning and research. To store, maintain, integrate, manipulate, and retain the great volume of data requires the development of a data banking system which would include the participation of all ministries. Accordingly, the SDUC Committee is preparing a proposal[1] for the establishment of a comprehensive government-wide

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[1] *Subsequently the proposal has the acceptance in principle, subject to resource restraints, of the Policy Planning Committee and the Deputy Minister of TEIGA.*

information system (data bank). The Divisional support units must be prepared to provide assistance in the following capacities:

a) To act as a central depository and disseminator for statistical data originating outside the government of Ontario, providing such data is of interest to more than one ministry and/or of interest to other levels of government or the private sector.

b) To act as a depository for and disseminator of aggregated or summarized data contributed voluntarily by other ministries.

c) To accept a central co-ordinating role in administering standards designed to ensure compatibility of data.

d) To provide a terminal tie-in or retrieval service with federal data banks.

e) To act as a disseminator of common data on a chargeback basis where appropriate.

2. Local and Regional Government Statistics

The Division should provide on request a systematic and co-ordinated approach to the collection, processing, and dissemination of data valuable for local and regional levels of government. The Statistical Centre, having assumed the major functions of a central statistical agency, should work closely with all levels of government to ensure standards are implemented to ensure compatibility of local and regional data.

3. Social Indicators

In keeping with ministerial interest in the development of social indicators and accounting, it is anticipated the Division will have to develop expertise in this area

in order to participate with other ministries in developing such indices, possibly through the co-operation of the Statistical Users Advisory Committee. Also, the Centre may serve as a focal point between federal and provincial developmental activities.

4. Merchandising and Services

The Ontario Statistical Centre will have a working member on a newly-formed Federal-Provincial Advisory Group on Merchandising and Services. This group will be expected to review and advise Statistics Canada on the methodology, content, and dissemination of this whole area including the Census of Distribution, as well as the intercensal program. This participation will give Ontario the opportunity to promote many statistical needs of provincial users in the quickly-growing service industries, an area for which very little statistical data is currently available.

5. Statistical Publications

It is assumed the Ontario Statistical Centre will take on a major role as a "clearing house" for statistical information, with clients including provincial ministries, local and regional governments, and the private and academic communities. Therefore, it is probable that the Ontario Statistical Review will be used to report social-cultural and economic statistics with significantly increased coverage and usage.

6. Survey Activity

As Ontario Statistical Centre moves into a more defined role as a focal point in provincial statistical matters,

its role in the collection of statistical data by means of field surveys will become more important.

7. Foreign Content of Ontario Government Purchases

Stage I of the above report concerning user needs has been completed and forwarded to Senior Ministry Management. Upon receipt of their adoption of the recommendations and a directive to proceed, Stage II will be initiated. This stage will provide the information needed to formulate methodology for data collection on purchasing. In particular the following areas will be reviewed:

a) required level of accuracy,

b) data systems applicability, and

c) policy and operational constraints.

8. Education

Greater importance will be attached to educating staff from all ministries on the use of standards, classifications, and methodology. This will result in the generation of compatible data at source. This educational process could be achieved through workshops and seminars, as well as short courses for selected groups.

PART II: THE PROPOSED REORGANIZATION

I OBJECTIVES OF THE DIVISION

The Primary goal of the Division would be to ensure the availability of timely and accurate statistical information to meet priority needs. In priority order, these needs are for:

a) government-wide policy development and planning;

b) individual ministry policy development and administration;

c) other statistical agencies where cooperative arrangements are in effect;

d) outside users.

To ensure that such information is collected and provided in an efficient and effective manner, the new environment should, for example, minimize duplication of survey activity, provide for standardization, maximize the use of administrative data, and develop a centralized data banking facility, based on the needs of the ministries and agencies of the government.

II FUNCTIONS OF THE DIVISION

In order to meet these objectives and thereby fulfil its role effectively, the following functions are proposed:

1. Maintain close liaison with Ontario Government ministries and agencies to ensure that they:
   - adhere to established statistical standards and terminology that will facilitate the collection, compilation, storage and exchange of information;

- avoid duplication in data collection;
- provide for the collection of government-wide policy planning data where required.

2. Assemble, store, and retrieve information to help meet the needs of:
   - government-wide policy planners;
   - individual ministries for policy planning and administration;
   - other statistical agencies where cooperative arrangements are in effect;
   - outside users.
3. Increase the utilization of administrative records.
4. Provide technical support to ministries by:
   - assisting in the design and analysis of statistical surveys;
   - organizing training courses for Ministry personnel;
   - carrying out evaluations of statistical projects on request.
5. Maintain a central production capacity to carry out censuses and surveys of interest to the entire government, a combination of ministries, or any individual ministry that does not have adequate statistical capability.
6. Utilize the data flows generated by the production units of the Division in support of a comprehensive system of Social and Economic Accounts.
7. Provide econometric and other analytical services to the Division and other ministries of the government.

8. Liaise with Statistics Canada and other statistical agencies on behalf of the Ontario Government to:
   - facilitate the exchange of statistical information and the conduct of joint studies;
   - eliminate duplication where possible.
9. Develop statistical standards in cooperation with this and other ministries, and in particular to:
   - set standards to protect confidentiality of data;
   - develop and establish standard statistical terminology for the whole government in keeping with existing national and international standards.
10. a) Prepare format standards where appropriate for:
      - survey questionnaires
      - statistical tabulations
      - machine readable file design (e.g. labelling conventions, compulsory fields, field sizes and order, tape density, tracks etc.)

    b) develop data retention standards for statistical purposes.
11. Maintain and issue an up-to-date catalogue of all statistical and other data files in the Ontario Government or in other jurisdictions where relevant.
12. Hold meetings and conferences on statistics to:
   - publicize throughout Ontario the statistics and services available in the Division;
   - encourage exchange of information;
   - provide a forum for discussion of statistical problems of common interest.

ORGANIZATION CHART

STATISTICAL DATA USERS & TECHNICAL ADVISORY COMMITEES

CENTRAL STATISTICAL SERVICES DIVISION

ONTARIO STATISTICAL CENTRE

QUANTITATIVE ANALYSIS

PROMOTION & PUBLICA -TION SERVICES

[illegible] responsible for projecting the [illegible] and services of the Centre, [illegible] developing publication guidelines [illegible] providing publication services [illegible] within the Centre.

STATISTICAL STANDARDS & METHODOLOGY

responsible for providing expertise on statistical methodology and for formulating, promoting and implementing standards which would facilitate the integration and linkage of data.

CLIENT SERVICES

[illegible] responsible for liaising with [illegible] ers and identifying, evaluating [illegible] co-ordinating their needs on [illegible] subject matter basis, and for [illegible] assisting feasibility studies [illegible] obtaining project approval.

DATA MANAGEMENT

responsible for assembling, storing, integrating and retrieving data, thus providing an effective facility for servicing user data requests.

STATISTICAL SURVEYS

responsible for maintaining a central production facility for carrying out censuses and surveys and for coding and adjusting administrative files.

INPUT-OUTPUT ANALYSIS

responsible for the development and maintenance of Input-Output tables for the Provinces and Economic Planning Regions.

SOCIAL & ECONOMIC ACCOUNTS

responsible for utilizing data flows from various sources in support of a system of Social and Economic Accounts for the Province.

QUANTITATIVE RESEAR[illegible]

responsible for providing [illegible] econometric and other socio-economic model building servi[illegible] for the Province.

IV ORGANIZATION OF THE DIVISION

The ability of Central Statistical Services to adopt the four criteria given in the report *Statistics Ontario, Implementation Plan*,[2] namely, to maintain close contact with the primary users, to assemble and integrate data from internal and external sources, to store and retrieve data to meet user needs and to be responsive to user needs in priority sequence, is directly related to the internal organization of the Division, together with the degree of support, professional recognition, and confidence it generates from senior management.

To meet these criteria, it is proposed that the matrix organization, as illustrated in the above-mentioned report, be implemented by maintaining the present structure of the Division and two branches and by effective use of the interdisciplinary work team approach described on page 108.

COMPONENTS OF THE DIVISION

The objectives, functions and organization of the Division's Administrative Office and of the two branches are each described below.

ADMINISTRATIVE OFFICE

The Division Head, in accordance with the defined reporting functions, would supervise the administration of *The Statistics Act*. He would be responsible for managing

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[2] *Op. cit.* page 1.

the Division, including planning and evaluating short, intermediate and long term needs and activities constituting the statistical programs of the Division, in order to meet priorities as reflected in the Division's objectives above.

In meeting these objectives, the Division Head would take responsibility for communicating with other ministries and meeting with the Interministerial Advisory Committee. In addition, he would be the official Government delegate to the Federal-Provincial Statistics Consultative Council on Statistical Policy.

ONTARIO STATISTICAL CENTRE

The Director of the Ontario Statistical Centre would be responsible for directing the Branch. He would develop a statistical program for the Centre that is responsive to users' needs and would maintain a balance between customer demand for services, the resources allocated to sections and working task forces and the reporting burden on the respondent community.

The Director would also provide leadership in statistical research and in the development of a strong provincial statistical system.

COMPONENTS OF THE ONTARIO STATISTICAL CENTRE

The Centre would consist of the following sections: Client Services, Promotional and Publication Services; Data Management; Statistical Standards and Methodology; and Statistical Surveys. Due to the variety of statistical subject matter and resource needs, the Centre must be sufficiently flexible to enable effective cooperation and joint utilization of resources and services among sections. The following are the objectives and functions of each of the proposed sections in the Ontario Statistical Centre.

CLIENT SERVICES

Objectives

This Section would have responsibility for developing and maintaining close and efficient liaison and coordination on statistical matters with users in government departments and agencies at provincial and federal levels in order to facilitate an effective exchange of information and to minimize duplication of data collection and production.

Functions

The functions of Client Services would be as follows:

1. Assume responsibility for the quality of services provided to users.
2. Identify long- and short-term data needs of users both inside and outside the Ontario Government (includes assisting users with definition and clarification of their needs - suggesting alternatives available and their advantages and disadvantages).
3. Keep management regularly informed about user requirements.
4. Identify data sources (including administration records) and new statistical activities as feedback to management.
5. Identify and suggest integration possibilities.
6. Identify areas of duplication in the collection and production of statistics and coordinate survey needs.
7. Acquaint users with statistical services of the Centre.

8. Assist with utilization of statistical data and techniques by educating users.
9. Assist users in evaluating their needs for, and usage of, existing statistical services.
10. Formulate content and direction of questions for survey questionnaires.
11. Specify tabulations needed from both existing and new survey data.
12. Perform minor statistical procedures such as trend identification and interpolation.
13. Identify areas requiring cooperative agreements between the Division and other ministries, and Statistics Canada.
14. Coordinate and participate in relevant federal-provincial statistical activities, ensuring Ontario's needs and positions be known.
15. Establish contact with suppliers of data respecting accessibility, reporting problems, their data needs and related matters.

Operation

Internally, Client Services would be established on a subject matter basis. Professionals working under the Administration Head would be assigned to service specific subject matter fields and would accordingly become most knowlegeable regarding needs, developments, activities and contacts in their respective areas.

Such a system would also ensure that Client Services representatives could first be assigned to meet highest priority

needs (as set out in the Division's objectives) as sufficient manpower became available.

Client Services representatives would be accountable for successful completion of projects within their spheres and accordingly would administer such project plans and development by participating on interdisciplinary project teams. Direct contact between the servicing agency and the user will enable users to know more directly what use they can make of statistics as well as the scope and quality of the statistics available. Thus in turn, users should be able to state their needs more clearly and precisely and also, where applicable, to become better and faster suppliers of information themselves.

PROMOTION AND PUBLICATION SERVICES

Objectives

This Group would be set up to achieve the following main objectives:

a. provide a public relations and communication role by projecting the image and services of the Branch, by keeping users of statistical data informed of current statistical activity both within and outside the government;

b. develop publication guidelines;

c. provide publication services within the Branch.

Functions

The functions of this Group would be as follows:

1. Produce news bulletins, brochures and pamphlets for distribution to users to acquaint them with current statistical services and activities of the Ontario statistical system.
2. Take responsibility for editing, proof-reading and printing of statistical publications.
3. Take responsibility for distribution of bulletins, publications, brochures and for maintenance of the respective mailing lists.
4. Take responsibility for storage of the Branch's publications and maintenance of adequate inventories.
5. Monitor content of publications with respect to usage and expressed needs through customer contact and possibly

periodic surveys regarding use made of data released.

6. Set up publication standards, such as report size, format, colour, type of paper, standard abbreviations, writing style, table format, organization of reports with respect to preface, appendices, pricing.
7. Recommend means and frquency of dissemination, such as publication, microfilm, tape.
8. Maintain liaison with outside users, such as municipalities, universities, industry and communication media, to determine the adequacy of the statistical dissemination program and the effectiveness of the Centre's publicity program.
9. Arrange meetings and conferences and provide secretarial-type services as needed.
10. Provide drafting and art designing facilities.
11. Prepare special displays for meeting and conferences as required.

Operation

This Group, as the name implies, is charged with keeping the statistical community and other interested parties aware of recent developments, ongoing projects, upcoming meetings and conferences, as well as providing a focal point for information exchange. In addition this small Group, with a staff function, would service the whole Centre, standardizing for publication draft reports prepared by the four Sections in

order to present a readable, effective and uniform format and thereby more appropriately project the image of the Centre. Proofs of the draft reports, once amended, would be returned to the originating section for approval following which publication and release would continue under the authority of *Promotion and Publication Services*.

In order for this unit to effectively discharge its responsibility in promoting the services of the Branch and acting as a catalyst within the statistical community it should function as a separate group should, under the direction of a manager, report about the findings directly to the Branch Director. Management could thus be kept informed of the Group's monitoring activities, and hence of the adequacy of the statistical dissemination program and as well as of the effectiveness of the Centre's publicity program. The Director would also have quick access to the Group's facilities for arranging conferences, seminars and workshops.

DATA MANAGEMENT

Objectives

This Section would have the responsibility for assembling, storing, integrating, manipulating, and retrieving data from internal and external sources in order that users' data requests may be handled in the most efficient manner.

Functions

In order to achieve the above objectives the Section would perform the following functions:

1. Provide a facility for servicing users' data requests.
2. Record and assess all data requests.
3. Locate source data and identify areas of duplication.
4. Create and maintain uniform and adequate documentation and an index of all existing data.
5. Determine what is to be assembled (in cooperation with Client Services).
6. Monitor frequency of access to inventoried data in order to properly determine the length of retention and storage media.
7. Design, build and operate the Ontario Data Bank for Socio-Economic Analysis with the Canadian Socio-Economic Information Management System (CANSIM) and the Social Security Research Library (SSRL) as part of the data base.

8. Maintain and provide, through the Data Bank, current, reliable and timely information as needed for continuous projects such as time series.
9. Prepare, in co-operation with Statistical Standards and Methodology Section, format standards appropriate for machine readable file design.
10. Perform periodic file audits to ensure that data files correspond to documentation.
11. Set up and enforce data security.
12. Adhere to regulatory release and disclosure standards as specified by Statistical Standards and Methodology.
13. Provide data control facility for the Branch.
14. Coordinate systems analysis and programming services for the Branch.
15. Provide keypunch facilities for the Branch.
16. Design and implement retrieval mechanisms and program packages enabling integration and manipulation of various data files.
17. Set up comprehensive and systematic specifications for editing, production and tabulation by participating on interdisciplinary project teams composed of staff from relevant sections. (Projects would be new or old surveys, or the utilization of administrative files.)
18. Represent the Branch on federal-provincial and other technical sub-committees concerning the Section's activities.

Operation

Three main units are proposed for Data Management:

a) Information Services

A most essential provision in Data Management is for a unit having the responsibility for answering information requests regarding existing data, emanating not only from customer service officers in the Client Services but also from all other persons both inside and outside government.

This Unit must be able to quickly respond to queries regarding data availability and access and must also have the facility to locate and provide information on request. The Unit should also be prepared to answer information requests requiring simple calculations, such as ratios and averages.

In order to fulfil these functions, Information Services must create and maintain a catalogue and an index of all new and existing data. To ascertain data usage, assembling and storage needs, this Unit should also maintain a good record of all requests and their disposition.

b) Development

It is envisaged that Development would be responsible for researching, evaluating and selecting data storage, maintenance and retrieval systems, including an Ontario data base system.

It would also plan for the design and modification of packages on an ongoing basis to ensure that changes in direction and content of user requests continue to be efficiently serviced.

The prime responsibility of this Unit is the introduction of systems which would maximize operational flexibility while enabling increased subject matter coordination and integration to more effectively meet users' needs.

In accomplishing this task, Development Staff would work closely with those in Statistical Standards and Methodology and would have the responsibility for standardizing data file descriptions, field identifications, coding structures and the management of the data base elements to ensure efficient use of storage media.

The professionals in this unit should have an expertise which would be most useful for consultative purposes and for participating on interdisciplinary project teams, planning, developing and implementing new or modified projects, including those utilizing administration records.

c) Data Administration

Data Administration would implement, operate and maintain an effective data storage and access facility based upon the systems and applications designed and/or recommended by Development. This responsibility would relate to all machine files whether or not they are part of the proposed Ontario Data Bank. The Unit would be responsible for ensuring that all data files are appropriately documented and described, that file contents correspond to documentation and that files are physically secure.

They would quickly respond to user requests emanating from

Information Services while adhering to confidentiality and disclosure standards. Given the availability of generalized retrieval programs, ad hoc user requirements should be effectively handled. There could be, from time to time, certain subject matter files that would require a focal point in the Unit to deal with subject matter officers in Client Services or with outside users.

The Unit would also provide services to Data Management in the areas of data control and keypunching services. Data control would include the scheduling and control of all computer submissions, cycling and back-up of all computer files, verifying the accuracy of the computer billings and providing cost allocations of computer usage on a project basis.

STATISTICAL STANDARDS AND METHODOLOGY

Objectives

The objectives of this Section would be twofold:

a) provide the Branch and other government ministries with expertise on statistical methodology;

b) formulate, promote and implement provincial data collection standards required to ensure uniformity of definitions, concepts and classifications used for fiscal, economic, industrial and social statistics. Such guidelines would be set in accordance with national and international standards and would facilitate the integration and linkage of data.

Functions

In order to carry out the above objectives, the functions of the Section would be as follows:

1. Develop statistical standards required for the collection, compilation and the exchange of information.
2. Assist Statistics Canada and other agencies in the development of definitions, concepts and classification systems, such as classification of industries, commodities, services, occupations, geographical areas.
3. Recommend and encourage the implementation of these statistical standards in government and associated agencies.
4. Participate as working members of national and international standards associations.

5. Participate as members on interdisciplinary project teams, providing expertise on statistical methodology and standards.
6. Provide statistical consultative services on survey and sampling techniques, questionnaire design, reporting procedures, estimation procedures, standards, forms design.
7. Develop statistical methodology or procedures to ensure high quality data and recommend their adoption by statistical data producers in order that users will receive the best quality commensurate with cost.
8. Review and report on the quality of currently existing statistical and administrative data.
9. Conduct joint research programs to develop and adopt classification systems for use in the extension and integration of administrative and statistical files.
10. Develop new methods and test established systems for retrieving information on a small area basis.
11. Cooperate with Statistics Canada in the development and maintenance of a business register needed to facilitate the linkage of data from various sources and for survey design and sampling.
12. Keep abreast of new developments and make recommendations and representations regarding possible applications, within the framework of the Ontario statistical system.
13. Publish abstracts of statistical developments that are deemed to be of benefit to statistical data users in cooperation with Promotional and Publication Services.

Operation

Internally, Statistical Standards and Methodology would have an Administrative Head under whom would be a) a Standards Unit and b) a group of senior research statisticians reporting directly to the Head with respect to assigned projects.

a) The Standards Unit would include a group of highly qualified statisticians who would develop expertise in statistical standards and classification systems required for achieving statistical coherence, and promote their use. This Unit would also participate with Statistics Canada in the establishment of a business register in order to set up a uniform federal-provincial system of reporting units in keeping with standard industrial classifications.

b) The research statisticians would provide statistical advisory services and expertise in accordance with the functions already stated, such as survey and sampling techniques, and would engage in research activities such as geocoding.

Professionals in Statistical Standards and Methodology would have to be readily accessible for participating on interdisciplinary teams, as the effective coordination, linkage, integration and dissemination of data would depend upon the statistical standards and classification systems provided and adopted.

STATISTICAL SURVEYS

Objectives

The objectives of this Section would be to carry out surveys or censuses for a group of ministries or for an individual ministry or agency that does not have survey staff of its own, and to provide a facility for adjusting and preparing administrative files for data management.

Functions

In order to carry out the above objectives, the functions of the Section would be to:

1. Participate with relevant sections of the Branch on the development, design, scheduling and implementation of surveys.
2. Take responsibility for ensuring that all phases of a survey operate efficiently and that all participants adhere to schedules.
3. Prepare cost estimates, for all phases of a survey.
4. Perform the following survey production activities:
   - mailout control
   - collecting questionnaires
   - follow-up activities
   - editing and coding
   - participating in interdisciplinary project teams and setting up detailed specifications for editing, production and tabulation

- checking tabulations for completeness and accuracy
- preparing publications utilizing survey data collected
- ensuring that confidentiality and disclosure standards provided by the Statistical Standards and Methodology Section are followed for release of survey data.

5. Set up and maintain survey mailing lists.
6. Maintain field follow-up services for the Branch.
7. Represent the Branch on federal-provincial and other technical sub-committees concerning the Section's activities.

Operation

As this section would be responsible for conducting and scheduling the operation of surveys and other production activities, it must have, under an Administrative Head, an operational flexibility enabling a staffing and resource re-alignment in keeping with the frequency and size of continuous and ad-hoc surveys and other production-oriented activities. For large ongoing surveys it is envisaged that separate survey units, containing appropriate support staff, would be required, headed by subject matter officers. Ad hoc surveys and activities would be assigned by the Section Head to available staff, or it may be that additional contractual or part-time personnel would be needed to meet peak work-load situations.

Although projects would originally be administered by the appropriate Client Services representative, Statistical

Surveys would, following survey approval, have responsibility for heading the interdisciplinary work groups during the implementation of the survey as well as for continuing the operation of the project. Continuous liaison must, therefore, be maintained with the appropriate Client Services representative for the duration of the survey.

Statistical Surveys would also be responsible for maintaining a unit under the Section Head for field follow-up services.

SERVICING A DATA REQUEST

1. Users' primary contact would be the Client Services representative, although occasionally small requests for existing data might be directly made to Information Service in Data Management.
2. Client Services representatives would check with Information Services respecting the availability, access and provision of information requested; if available, it would be provided to the Client Services representative, who in turn would give it to the customer.
3. If the data are not in existing files, the Client Services representative should consider whether sufficient related information exists upon which to base an estimate, and if so, he should provide an estimate to the customer.
4. If no such data exist, and depending upon the degree of customer need, the feasibility of collection or production should be investigated by preliminary discussions with the user and Centre management.
5. If approval for a full feasibility study were obtained, then an interdisciplinary work team would be created to consider the design, listing, editing, collection, costs and other production aspects. At this stage the Client Services representative would act as project officer.
6. Following the approval of a project go-ahead, a project officer from the most involved section would be appointed project officer for the continuation of the project, and the Client Services representative would be a member of the team but with responsibility for administering its work.

QUANTITATIVE ANALYSIS BRANCH

Objectives

The objectives of this branch would be to utilize the data flows generated by other units of the Division, Statistics Canada and other agencies into a comprehensive system of social and economic accounts and to provide econometric services to this Ministry and others. The development of input-output models in conjunction with the application of advanced statistical techniques of time series analysis is designed to ensure overall structural consistency of data flows.

Functions

In order to carry out these objectives, the operational functions of the branch would include:

1. The development and maintenance of provincial and regional economic accounts on an annual and quarterly basis.
2. The design of other statistical measures of socio-economic activity to supplement the traditional economic accounting framework.
3. The development and maintenance of input-output tables for the Province and the Economic Planning Regions.
4. Application of quantitative techniques and time series analysis to data flows for the purpose of isolating structural characteristics of major socio-economic

variables will ensure internal consistency of statistics generated by the Division.

5. Socio-economic models for structural analysis and long-term forecasting will be developed in response to the needs of policy advisory bodies. The range of models would encompass economy-wide as well as sectoral aspects and will incorporate non-economic factors where required and feasible. Data input required for model design would be provided through econometric and other estimation procedures, subject to feasibility, where current direct statistical sources are inadequate or not available.

Organization

The proposed organization for the Quantitative Analysis Branch, as presented in the Organization Chart, consists of three units:

SOCIAL AND ECONOMIC ACCOUNTS

This Section would maintain and expand existing provincial economic accounts on a continuing basis while other measures of economic activity would be developed to supplement the economic accounting framework. The design of quarterly and regional economic accounts is envisaged as a major long-term objective.

INPUT-OUTPUT ANALYSIS

This Section is engaged in the design and development of input-output tables for the Province and the Economic Planning Regions. Input-output analysis provides an indispensable framework for evaluating the needs for extensions and improvements in basic statistics and serves as an important means for checking the internal consistency of the statistical system. In addition, input-output analyses in conjunction with econometric models provide an effective tool for economic forecasting and planning.

QUANTITATIVE RESEARCH

This section provides comprehensive econometric services to

this Division and other Ministries. Econometric estimation and analysis of time series will supplement the activities of the Division's production units. In addition, the section develops a broad range of socio-economic models for long-term forecasting purposes in response to the needs of policy advisory bodies. The range of models encompasses economy-wide as well as sectoral aspects and will incorporate non-economic factors where required and feasible.

Operation

Each of the three units within the Branch would be headed by a senior economist with qualifications relevant to the subject matter and directly responsible to the Director. The Staff would be assigned to a particular unit but would be required to work on specific work teams constituted to carry out interdisciplinary research overlapping unit responsibilities. Work teams established to handle special projects would be headed by a staff member designated by the Director.

In view of the constraint imposed by the initial complement for this Branch, the continuing services of two contract professionals are required to maintain a minimum level of services. Contract staff would not be assigned to any specific section but would provide services on any of the Branch projects, as required. In addition, the Branch would utilize the services of consultants where required.

V OPERATION OF AN INTERDISCIPLINARY WORK TEAM

1. Management would set up a team including relevant subject matter officers and representatives covering usage, survey methodology, operations, systems analysis, standards and related matters; these members' objectives would be the creation of one overall project or system with each individual meeting his own subject matter or functional objectives.
2. A member of the major related area should be designated project manager; this person must have the time to manage the team and ensure adherence to objectives, obtain and allocate necessary resources, and monitor and control scheduling and maintain appropriate interaction between participants.
3. Team members must learn to work together, to communicate and to respect each others competence and responsibilities.
4. Team members would report to the project manager as well as to their section supervisors. Section supervisors would be responsible for nominating team members of the necessary calibre.
5. Team members would have to meet together at regular intervals to review progress, discuss problems and make recommendations to senior management for changes in resource allocation, if necessary.
6. An effective senior review and conflict-resolving mechanism must be set-up to which the team may report.

7. Team members would have to maintain adequate documentation to ensure that successful completion of the project is independent of staff turnover.
8. Upon completion of project the team would be dissolved and its members assigned to other projects.

VI STAFF TRAINING

The success of the restructuring proposed in this report depends heavily upon the staff in the Division and upon the skills, motivation and flexibility which they promote and apply. Adjustments in attitude and skills would have to be made by all employees under the matrix, and inter-disciplinary work team approaches outlined. Cooperation in making such adjustments would constitute an important first step in the training program and might include courses on communications and other resource skills, project management, goal setting and marketing. Further, as Client Services has been designed as the area responsible for customer satisfaction and, therefore, as the most vital part of the Centre, it follows that staffing of this Section is of paramount importance. In order to ensure that Client Services representatives are of the necessary calibre and are sufficiently aware of the services and workings of the Centre, it is proposed that these positions attract individuals who possess a high degree of professionalism. Accordingly, promotion to these positions should take place only after adequate job rotation through all the sections of the Centre. Employees interested in attaining these positions should participate with management and personnel in formally planning their career paths, including a step-by-step identification of training courses required, and with provision for regular counselling as to progress and areas for improvement. (Both supervisors and those

supervised would need to allocate sufficient time for these purposes.) By this means, the Centre should be able to fill most of the higher level positions from among its own personnel.

Obviously academic skills cannot be obtained solely from on-the-job training, and all staff, stenographical, clerical and professional, should have the opportunity of reaching their full potential through university and community college courses, as well as Public Service training programs and technically-oriented conferences and seminars. These training programs would also be used as a means of promoting support staff to professional levels, such as through a bridge job or similar program.

Management of the Centre would be responsible for approving training programs with assistance from the Personnel Branch and from Client Services; the latter would advise upon the courses necessary to meet known and anticipated needs of users.

VII PROPOSED PROJECT AND COMPLEMENT ALLOCATION

Until now, projects carried out by the Ontario Statistical Centre have generally been set up and assigned to various Sections on the basis of the subject matter they involve, rather than on the technical skills required for their completion. Thus, it is not feasible to suddenly divide existing projects into functional pieces, so that each stage can be assigned to the appropriate technical expert within the Centre.

Such realignments of existing projects would have to occur gradually. When an entire project is to be transferred to a new Section, it is anticipated that this change could not take place until the current stage of the project is completed. New projects, of course, can be set up directly on the matrix basis.

Therefore, to achieve continuity and minimize disruptions while evolving toward the proposed reorganization, the aim in allocating projects to proposed new Sections has been to assign them where they seem to fit best, but not necessarily perfectly.

For similar reasons, the staff complement now assigned to each existing project is, for the time being, generally moved with that project.

Once the organization has been functioning, and the staff adjusted to the new environment, an improvement in efficiency and operations is anticipated. In keeping with the saving of resources thus achieved, it is most likely that some of the future statistical activities referred to in this report can be complemented without many additional resources.

FUNCTIONS, EXISTING PROJECTS AND COMPLEMENT ALLOCATED BY PROPOSED NEW SECTIONS OF CENTRAL STATISTICAL SERVICES

	Project and Function	Complement		
		Profes-sional	Non-Profes-sional	Total
	Divisional Administration	1	2	3
ONTARIO STATISTICAL CENTRE				
	Administration	1	1	2
I.	Client Services: Co-ordination Task Force - Ontario Government Purchasing Secretarial Services	2*	1	3
II.	Promotion and Publication Services: Ontario Statistical Review Ontario Statistical Newsletter Corporation Growth Publication & Promotion Services Typing Services	2	1	3
III.	Data Management: Census of Manufactures all operations except collection Energy Statistics Product Directory (By-product of Census of Manufactures) Census of Population and Households Migration Model Library and Information Release Catalogue of Statistical Files Data Bank Development Data Control Key Punch Typing Services	6	10	16
IV.	Statistical Standards Methodology: Standards Classification and Common Data Elements Business Register Geocoding Social Indicators Statistical Consulting Services Typing Services	6	1	7

*Includes reclassification of vacant clerical position to professional.

	Project and Function	Complement		
		Profes-sional	Non-Profes-sional	Total
V.	Statistical Surveys	6	11	17
	Credit Union Survey Mortgage Registration Survey Real Estate Survey - Annual & Quarterly Health Expenditure Survey Science Expenditure Survey Census of Mines Census of Forestry Ad hoc production activity Field Services including collection of questionnaires for Industry Surveys Typing Services			
	Total Permanent and Contract Staff of Ontario Statistical Centre*	23	25	48
	QUANTITATIVE ANALYSIS BRANCH			
	Administration	1	1	2
I.	Social and Economic Accounts	1	-	1
II.	Input-Output Analyses	1	-	1
III.	Quantitative Research	3	-	3
	Total Permanent and Contract Staff of Quantitative Analysis Branch	6	1	7
	Total Permanent and Contract Staff of Central Statistical Services Division	30	28	58

*Excludes 3 Section Chiefs and one System Coordination position.

APPENDIX A

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INFORMATION ACTIVITIES

Description: The Centre assists users to identify source and data availability, and provides statistical information to provincial ministries, agencies, and public users on request. Public enquiries for general economic data or publications on such topics as the consumer price index, labour force, wages, salaries and incomes, housing starts, provincial income and expenditures, and regional data, are answered by telephone or where applicable by correspondence such as letters of enquiry directed to the Minister's Office. Future plans include retrieving data from CANSIM and SSRL data bases. 1971 Census requests are currently filled from summary tapes, microfilms, computer print-outs and publications.

In April 1975 the Centre handled over 150 requests for information of various complexity.

Regular information about statistical developments in Central Statistical Services and outside is provided via statistical publications and newsletters, such as Ontario Statistical Review, Catalogue of Statistical Files and ONSTAT NEWS.

Benefits: Providing a good information facility increases efficiency for statistical data users since it enables very substantial time savings in terms of search, negotiation and data preparation.

CO-ORDINATION

Description: The Ontario Statistical Centre provides continuing co-ordination between the Centre and other provincial ministries; between the Centre and Statistics Canada; the Centre and Ontario municipalities; the Centre and other provincial statistical agencies. The Centre also serves as the prime communication channel on statistical matters between the Ontario Government ministries, Statistics Canada and other provincial agencies. These activities ensure the development of an efficient provincial statistical system which is consistent with provincial objectives and at the same time compatible with the national statistical system.

Functions: The Centre's staff accomplish the above by performing the following functions:

1. Submitting statistical data needs of provincial users to Statistics Canada by preparing, assisting, or co-ordinating the preparation of position papers, statements and recommendations. Where appropriate, position papers are communicated to Statistics Canada at federal-provincial committee meetings in Ottawa.
2. Participating on interministerial committees. The Centre was instrumental in developing the Interministerial Statistical Data Users' Committee (SDUC) in 1971. The Committee is the

official communications network between the Centre and all Ontario Government statistics users. A recent innovation has been the creation of the Technical Advisory Group on Statistics (T.A.G.S.). Established in late 1974, T.A.G.S. is composed of six members from the larger S.D.U.C. and one ex-officio representative from the Ontario Statistical Centre. The Group's terms of reference state that it should provide assistance to the Statistical Centre in:
a) co-ordinating provincial policy papers on statistical matters; b) obtaining technical participation in statistical conferences and committees; and c) seeking ways to improve the provincial statistical system. The Technical Advisory Group on Statistics must report to the S.D.U.C. on all its activities. In this way, the two bodies are mutually reinforcing. The net result is a fully co-ordinated system of communications among Ontario's data users and the Centre.

Ongoing work with T.A.G.S. and the S.D.U.C. has included discussing the proposed Ontario Databank and providing an evaluation of "Perspective Canada", a Statistics Canada publication on social statistics.

3. Arranging seminars on request for provincial data users with staff from Statistics Canada.

As well, the Centre on occasion holds seminars and workshops of general interest to data users.

4. Inviting comments from subject matter specialists and data users in Ontario ministries on proposed changes in Statistics Canada projects. Comments and recommendations are formally submitted to Statistics Canada.

5. Maintaining a continuous overview of activities of provincial statistical committees and working groups; and providing advisory services to senior management on new statistical projects and potential duplication of activities within the Ontario Statistical System. As required, the Centre prepares statistical reports for management.

Benefits: This facility brings statistical users together, enabling the co-operative development of standards for various statistical activities such as data content, collection procedures, disclosure problems, and classifications. A more efficient use of data is achieved through continuous co-ordination, and opportunities for integration and preservation of data from various statistical files become more apparent. Co-ordination activities thus lead to an improvement in the quality and quantity of data available, while at the same time, minimizing duplication and respondent burden.

STATISTICAL CONSULTATION SERVICES

Description: Professional statistical consulting services are provided by the Centre to other ministries and government commissions seeking statistical expertise. This servicing capability is an on-going function using the talents of appropriate specialists in the Centre as required for various short- or long-term developmental projects.

Statistical consultation is mainly given on the design of surveys, including sampling techniques and questionnaire design; general statistical methodology, including estimating procedure, analysis and interpretation of data; data quality, standards and classifications; survey processing; and data analysis by computer. Advice is also given on the application of statistical and mathematical techniques to problems of an economic or social nature.

Background: Providing statistical consulting services has been an essential function of the Centre, particularly when responding to requests for assistance from other ministries that lack the professional staff to ensure proper development and analysis of statistical data for inputs to a variety of decisions on ministry programs. These consulting services also enable the Centre's staff to acquire greater familiarity with data needs in the Ontario

Government and to stimulate the development of high quality data in the ministries.

Usage: Currently, such services are being provided to the ministries of Colleges and Universities; Industry and Tourism; Labour; Treasury, Economics and Intergovernmental Affairs; Revenue; and Health. Documentation is available illustrating the type of statistical consultative projects which the Centre engages in.

STANDARDS

Description: The purpose of activities relating to standards include the following:

- to improve the quality of statistical data through common coding and classification systems.
- to facilitate comparability and exchange of data between ministries.
- to encourage development of data sources from administrative records.
- to prepare methods of protecting confidentiality of data under legislation securing its proper dissemination and exchange.

Background: Activities involving statistical standards and common classification have been supported by these groups:

- The Statistical Users' Advisory Committee recommended on May 16, 1970 that sample design and standards should have high priority;
- The former Interministerial Data Base Planning Committee recommended on November 8, 1973 that the Committee's work be turned over to the Ontario Statistical Bureau when it becomes operational;
- The Committee on Government Productivity's report number 9 recommends that the Ontario Statistical Bureau "should establish statistical standards and definitions".

The report also recommends that the central statistical agency be responsible for "establishing standards for common data elements";

- The November, 1973 report of the Implementation Planning Committee (C.O.G.P. Recommendations for an Ontario Statistical Bureau) recommends that the Bureau in co-operation with the ministries, should:
  - set standards to protect data confidentiality
  - develop standard statistical terminology for the whole government, along existing national/ international standards.
  - prepare format standards where appropriate for:
    - survey questionnaires
    - statistical tabulations
    - machine readable file design
  - develop data retention standards
  - conduct research into the application of advanced statistical techniques

Functions: A. Statistical Standards

Without common concepts, standards, and classifications, it is virtually impossible to compare statistical data, exchange information, or promote statistical co-operation, nationally or provincially. The most common systems are the Standard Industrial, Standard Commodity, Standard Services, Standard Geographical, and Standard Occupational classifications. Activities relating to statistical standards

include:

i) Participating in the development of standards through the Committee on Classification (Statistics Canada and all provinces).

The objective of this Committee is "to improve communication and mutual understanding of principles and issues related to the development, maintenance, and implementation of classification systems..."[1]

The Centre's participation includes:

(a) conceptual research

(b) organizing meetings with users, and

(c) preparing papers for the Committee

ii) Promoting established classification systems

iii) Providing consultation for all ministries on the use of classification systems

iv) Extending the standard classification codes to include more details.

Geographical Classification

A. A manual relating the Standard Geographical Classification to regional administrative districts has been developed to facilitate data comparability and conversion from one system to another. With the increasing need for

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[1] *Resolution No. 4 of the Seventh Federal-Provincial Conference on Economic Statistics.*

general statistics in administrative functions, it becomes increasingly important to relate departmental administrative regions to the Standard Geographical Classification. Since this manual requires complete updating from time to time, a major revision is in process following the re-organization of government ministries. Close contact is kept with Statistics Canada, and changes in geographical boundaries and status within Ontario are reported to that agency. As well, assistance is provided to ministries in preparing special tabulations from 1971 Census of Population and Households.

B. Development of data element representation

This includes active membership in the Interministerial Data Base Planning Committee[2] and the Canadian Standards Association. The main purpose here is to facilitate better use of Automatic Data Processing in developing new sources for statistics. Technical research is conducted into the development of data element representations, such as personal identifiers, organization identifiers, calendar dates, and point locations. A systematic approach to common data element representations could reduce government expenditure tremendously. It is a key to using administrative data for producing statistics.

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[2] *This Committee is inactive at present. It was recommended that the work should be transferred to the Ontario Statistical Bureau.*

C. Other

In co-operation with the ministries, standardization is extending to cover:

i) protection of data confidentiality

ii) common format for survey questionnaires and statistical tabulations

iii) machine-readable file design

iv) data retention for statistical purposes.

Usage: Statistical standards are promoted in two ways:

i) asking ministries to participate in the development of standards

ii) providing ministries with consulting services whenever an occasion arises.

Ministries were asked to comment on the proposed 4-digit breakdown of the Standard Industrial Classification, and the proposed Standard Classification of Services. Valuable comments were received from the following ministries: Treasury, Economics and Intergovernmental Affairs; Agriculture and Food; Industry and Tourism; Mines; Labour; Housing; and Ontario Development Corporation.

Consultation services were given to the following:

1) Ministry of Revenue, on the use of the Standard Industrial Classification for developing the Corporations Tax Branch Master File.

2) Ministry of Revenue, on the 5-digit SIC codes.

3) Ministry of Housing, on the 5-digit SIC codes

in preparing their Vendors' List.

4) Ministry of Industry and Tourism, on the use of the 5-digit SIC codes for coding the construction industry.

5) Ministry of Revenue, on the use of SIC, Standard Geographical Classification, in preparing the assessment coding forms.

6) Ontario Hydro, on the use of the Standard Commodity Classification.

7) The Ontario Cancer Treatment and Research Foundation, on the use of the Standard Occupational Classification.

The Standard Geographical Classification is now used by the Ministries of Labour, Research Branch; Treasury, Economics and Intergovernmental Affairs, Regional Planning Branch; Solicitor General, Vital Statistics Branch; and Revenue, Assessment Standards Branch. The Retail Sales Tax Branch of the Ministry of Revenue is in the process of adopting the SGC.

ONTARIO STATISTICAL REVIEW

Description: The Ontario Statistical Review is an annual reference publication with two basic objectives: to provide an historical perspective for the economic indicators in the Ontario Economic Review, and to bring together a wide range of information relating to Ontario's economy.

It will reflect the activity of the whole Government of Ontario including social, demographic, vital and economic statistics as well as providing data which are timely, relevant, informative and consistent with user data needs.

Background: The responsibility for preparation of the Ontario Statistical Review was transferred to Central Statistical Services at the suggestion of senior ministerial management. When the Centre took over this responsibility, the content and format of the Review were revised to make it as useful as possible, both to government and outside users. Suggestions regarding contents were obtained from all the users in the Province.

Usage: The publication is mailed to 5,500 users including governments, industries, universities, colleges, commercial and research institutions. Starting with the 1975 edition, a nominal fee may be charged for this document.

ONSTAT NEWS

Description: Onstat News is a quarterly newsletter varying from four to six pages. It is designed to provide a forum for information exchange, by informing users of statistical developments in the Ontario Government and focusing attention on statistical activity relevant to Ontario by Statistics Canada and the other provinces. Efforts are made to provide the widest possible coverage on a variety of topics such as:

- new statistical activities
- organizational and staff changes
- meetings and conferences
- features on special statistical topics
- federal-provincial developments in statistics

Background: With growing interest in statistical information and developments shown by ministries and agencies of the Ontario Government, the need for an information bulletin of this kind had become increasingly apparent. Development of the newsletter began towards the end of 1974, and the first issue appeared in March 1975. The style and format was standardized in the first issue, and future issues will cover newsworthy statistical items as they occur.

Usage: The mailing list contains over 400 names, including

i) economists and statisticians in the Ontario Government

ii) User Advisory Services at Statistics Canada, and

iii) provincial focal points.

Apart from the latter two groups, Onstat News is not available outside the Ontario Government.

CATALOGUE OF STATISTICAL FILES

Description: Two catalogues are published on an annual basis. The major document is titled "Catalogue of Statistical Files in the Ontario Government" and contains information on all known statistical files within the Ontario Government. The second document, a subset of the first, is titled "Index of Statistical Files in the Ontario Government" and contains approximately 50% of the files listed in the first. The reason for this duplication is that the first document is for use by government, whereas the second is for non-government users and consequently contains only files that can be legitimately accessed since these have non-confidential status. The prime purpose of these documents is to assist users to locate and acquire statistical data and documentation through custodial ministries.

Background: The Committee on the Development of Service-Wide Data commissioned the Ontario Statistical Centre to survey and report on the existence of statistical files in the Ontario Government. Then, at the request of the ministerial respondents, the statistical files were indexed and published in "The Catalogue of Statistical Files in the Ontario Government" in February 1973. Due to increasing demands for such a reference, the on-going development

of new files, and the updating of existing files, the decision to publish this catalogue on an annual basis was made.

The demand from non-government users for copies of this document was considered sufficient to warrant the publication of a separate document entitled the "Index of Statistical Files in the Ontario Government". This index, which contains references to non-confidential files only, was published in late 1974 and is being distributed by the Ontario Government Bookstore for $3.50 a copy.

Usage: These documents are primarily useful for

- providing an index of statistical files
- identifying a broad range of statistical data available in administrative records
- facilitating better co-ordination of federal-provincial statistical information
- reducing duplication among ministries in the production of statistical data
- assisting the selection of statistical data for incorporation in the provincial statistical system.

RETRIEVAL FROM THE CANSIM AND SSRL DATA BASES

Description: The Ontario Statistical Centre has acquired a terminal facility capable of accessing the CANSIM (Canadian Socio-Economic Information and Management System) data base, which encompasses the total output of Statistics Canada. In addition to CANSIM, the Centre can also retrieve data from the Social Security Research Library (SSRL) data base. The SSRL is an interactive computer-based information system that includes numeric information on the socio-economic and demographic characteristics of Canada.

Background: The acquisition of the CANSIM and SSRL data bases is a logical extension of the Census Data Information Services. In addition, access was acquired to satisfy the expressed data needs of T.E.I.G.A., and to provide a large portion of the data required for the 1975 issue of the Ontario Statistical Review. Further, T.E.I.G.A. proposed that the Centre acquire this facility to make it a subset of the Ontario Data Bank.

Usage: Currently, these bases are being used to provide selected data for the Ontario Statistical Review. Data enquiries from public and government agencies have increased, and consequently, information dissemination services have expanded. The access to CANSIM and SSRL will be used to meet these requirements.

BUSINESS REGISTER

Description: The Business Register is a computerized data file produced by Statistics Canada, containing a list of businesses in Canada. While the Register does not presently cover all businesses, Statistics Canada is continuing to extend coverage to more corporations and employers, including unincorporated businesses with no employees.

Background: As a result of policy changes in November 1974, Statistics Canada authorized the Ontario Statistical Centre to act as its provincial "agent" to release lists of businesses from the Register to ministries and agencies of the Ontario Government.

Usage: A list of businesses such as the Register provides a way to ensure adequate survey coverage control, i.e. the minimum coverage which a survey must encompass. Also, the Register is useful to achieve and maintain consistent geographical and industrial classification of survey units. Presently, the Business Register is being used by the Ontario Statistical Centre and the Ministry of Industry and Tourism, as well as the Ministry of Labour for the preparation of its labour surveys. Enquiries have also been received from the Ministry of Health and the Ministry of the Environment.

It is anticipated that the Business Register will be used more frequently by provincial ministries in the preparation of future surveys.

GEOCODING

Description: Geocoding, also known by Statistics Canada as Geographically Referenced Data Storage and Retrieval System (GRDSR), is a refined technique of coding addresses geographically by assigning them unique XY co-ordinates. This identification, linked to corresponding data input, gives researchers the flexibility of rapid computer retrieval of data for any designated area regardless of its shape or size.

Background: The rapid growth and increasing industrialization of urban areas in recent years has led to the need for much more detailed urban data, particularly on a small area basis.

The traditional difficulties of inflexible geographic standards have been overcome by referencing data by geographic co-ordinates instead of numeric codes, thus permitting data to be retrieved in any particular configuration that the user desires. During the late 1960's Statistics Canada started developing a geocoding system for the major urban areas of Canada. The 1971 Census data was geocoded. The GRDSR system, now fully developed, can be used to advantage in geocoding other data files such as Municipal Assessment, Health, and Vital Statistics. In 1969 the Ontario Statistical Centre, in co-operation with Statistics Canada, the City of Hamilton, and Mohawk College, initiated a project called "Hamodos

Phase I" to acquire geocoding experience, acquaint municipalities with geocoding concepts, and encourage the application of these techniques.

A consensus was reached, through consultation with other ministries, that the Ontario Statistical Centre, in co-operation with Statistics Canada, should develop geocoding capability to satisfy provincial needs. As well, the Centre was to act as the co-ordinator for all municipalities and agencies on geocoding activities.

At an inter-ministerial seminar held by the Ontario Statistical Centre in 1970 to acquaint representatives from various agencies and municipalities with geocoding, several participants indicated that although they may have a need for geocoding, they were not prepared to initiate it without long-range planning. This was a strong indication that a joint effort by all ministries is required if the benefits of this new technology are to be reaped.

"Hamodos Phase II" was undertaken in 1971 to geocode the Hamilton Municipal Assessment File, and to implement the geocoding system at the Electronic Computing Branch, Ministry of Transportation and Communications.

Development of rural geocoding began in February 1974, in response to interest from the Ministry of Natural Resources and Queen's University. The pilot project is restricted to five counties. Upon

completion and evaluation of this project, which includes development of rural geocoding concepts, consideration will be given to extending rural geocoding to other areas of the province.
Presently, the Ontario Statistical Centre is engaged in a joint project with Queen's University and the Frontenac County Board of Education to geocode the student data file for Frontenac County.

Usage: Urban Geocoding

The main user of geocoding in Canada is Statistics Canada, which must satisfy increasing demands from census users for statistical tabulations on more than standard geographical areas. The system presently encompasses 14 centres across Canada. Plans are being made to increase this number to 25 urban areas, depending upon local interest, in time for the 1976 Census.
In Ontario, due to major reorganizations in most ministries, the application of urban geocoding to government files has been slow. Nevertheless, there were two requests from the Ministry of the Environment for geocoded data and the Area of Master Files. The Ministry of Transportation and Communications is also using the geocoding system for planning purposes. Urban geocoding has been a research project, and the Centre has developed the capability to geocode other files such as Municipal Assessment, Vital Statistics, etc.

Rural Geocoding

The development of a rural geocoding system is being undertaken because of its immediate application to the rabies file of the Ministry of Natural Resources. Once the system is developed by the Centre, it can be used for the geocoding of any rural area in the province.

THE ANNUAL CENSUS OF MANUFACTURES

Description: The Census of Manufactures is an annual mail survey of approximately 14,000 Ontario manufacturing establishments. These are classified to one of 175 different industries, producing approximately $30 billion of manufactured goods annually. Industries range from baking and beverage making to automobile, airplane, and ship manufacture.

The project is conducted in strict co-operation with Statistics Canada. It involves data sharing and collecting arrangements, exchanges of analyses, and joint data security to prevent leakage of confidential data. Data from the Census of Manufactures questionnaires are computer-processed for internal accuracy and historical consistency. When satisfactorily validated, a variety of statistics can be cross-industry tabulated or statistically analyzed.

To encourage a high level of efficiency in the conduct of the Annual Census of Manufactures, the project area is represented on the Census of Manufactures Committee, which was created by the Federal-Provincial Conference on Economic Statistics. Technical reports on all facets of these activities have been presented both at Committee Meetings and, as well, at the Federal-Provincial Conferences.

Our computer editing system has been of particular interest to other provincial statistical organizations and to Statistics Canada. The latter has requested and received detailed computer editing specifications to review and incorporate, where applicable, in the national computer editing system for the Census.

Commencing with the 1973 Census, editing of reports was discontinued by the Centre, except for energy data. This change was made to reduce operational costs by eliminating duplication of effort between Statistics Canada and our organization. This decision was hastened as a result of Statistics Canada's extensive computerization program in the Census. Consequently, a new arrangement was made whereby magnetic tape files at record level were to be supplied by Statistics Canada to the Ontario Statistical Centre which would manipulate these files using relevant software packages to meet the requirements of provincial data users.

The current agreement with Statistics Canada has enabled the Centre to assist in the collection activity by following-up more than 3,000 "hard-core" delinquent Ontario reports. This arrangement is intended to promote more timeliness in the validation of reports by Statistics Canada, and to secure increased efficiency in the joint conduct of the census.

Background: Ontario first participated in the Annual Census of Manufactures in 1966, after arrangements with Statistics Canada to jointly collect and process data were concluded. These arrangements culminated in Order-in-Council OC 3213/66, which authorized the project, under the legal framework of the Statistics Act (Ontario). The project arose from the following considerations:

1. The Federal Statistics Act made it illegal for Statistics Canada to release manufacturing statistics, both at the establishment level and at certain low levels of data aggregation..
2. There was an extensive need for manufacturing statistics at sub-provincial levels of data aggregation, not published by Statistics Canada.
3. Manufacturing activity is important to the Ontario economy since it accounts for more than 50% of the Gross Provincial Product.
4. There was a need for more timely and accurate manufacturing statistics, to replace the practice of relying on estimates for Ontario based on national aggregates.

These needs were expressed most vociferously by researchers within and outside the government. The Trade and Development Branch of the Ontario Department of Economics and Development was particularly concerned about these data, in order to fulfil its advisory services to operating and prospective

industrialists. The data were also urgently required for the development of the first provincial input-output table.

Usage: Statistics obtained from the Census of Manufactures are used for a variety of purposes. Among there are: wage rate studies for specific industries, specific sex or classes of workers and for specific sub-provincial geographic areas; productivity analysis; air pollution simulation models for Toronto, Hamilton and Windsor; studies on energy consumption by type of energy source, analysis of seasonal employment patterns by type of industry; input-output models on both provincial and sub-provincial basis; economic models; directory of manufactured products; regional economic analyses; industry concentration studies and others.

The major users of the service are the regional municipalities; Ontario Hydro; universities; banks; and private users. Within the government, requests have originated from Management Board, and the ministries of Treasury, Economics and Intergovernmental Affairs; Environment; Housing; Labour; Natural Resources; Agriculture; Industry; Tourism; and Colleges and Universities.

THE ANNUAL CENSUS OF MINES, QUARRIES AND SAND PITS

Description: The output of Ontario's mining sector accounts for approximately four percent of the Gross Provincial Product each year and produces approximately thirty percent of the total Canadian mineral exports. Statistics revealing this are gathered largely from the Annual Census of Mines surveys. The Census includes approximately one thousand establishments, ranging from the metallic minerals such as gold, silver, lead, to the structural materials, such as sand, gravel and stone. Each specific product group is surveyed by means of a questionnaire, which conforms with specifications on the concept of reporting outlined by Statistics Canada. Statistics Canada and the Ontario Statistical Centre share the responsibility for designing these questionnaires.

Background: The Census of Mines project was initiated in 1970 under a three-way agreement between Statistics Canada, the Provincial Ministry of Natural Resources and the Ontario Statistical Centre. The agreement provided for the joint collection and processing of Census reports by Statistics Canada and the Centre. The original agreement intimated that the Centre would ultimately process reports from the Census of Mines survey on behalf of Statistics Canada. This became an actuality in the arrangements made for the processing and compiling of the 1973 Census, together

with the plan for the Centre to supply Statistics Canada with magnetic data tape file towards the end of 1974 and subsequent years. This agreement for processing individual Census reports within the Provincial Government was made in response to several trends, as follows:

1. The growing demand for provincial mining statistics
2. The increasing need for statistics on a sub-provincial level for regional planners
3. The desire of provincial economists and statisticians to obtain access to individual returns, enabling them to formulate and interpret social and economic policies more accurately.

The agreement has benefitted all parties, and enabled many detailed studies to be undertaken which would formerly have been postponed or never initiated at all, due to the aegis of confidentiality in the Ontario Statistics Act. It has provided a vehicle for the exchange of federal-provincial views on mineral statistics and enabled the Provincial Government to substantially influence the mining survey's structure and content. It should also be noted that the agreement of March 3, 1964 is presently being revised to broaden the services provided to users.

Usage: Requests for data have arisen from many sources, including government departments, universities and private individuals. The following represents a cross-section of requests received for mineral statistics:

1. Request for input/output data for the Central Ontario Region from the Ministry of Natural Resources, October 16th, 1973
2. Requests for mining taxation statistics from Ministry of Natural Resources, September 21st, 1973
3. Request for ten-year historical series of mineral output classified by Township for Ontario, from Ministry of Natural Resources September 11, 1973
4. Request for mining data relating to the GATT study for Ministry of Treasury, Economics and Intergovernmental Affairs, December 1973/ January 1974
5. Request for data relating to energy study by Statistics Canada, October 4, 1972.

THE ANNUAL CENSUS OF FORESTRY

Description: The Census of Forestry survey consists of approximately five hundred establishments reporting annually. The output of this industry has a significant impact on the Ontario economy because its product is a crucial element in many manufactured products.

Background: Prior to 1968, all Census of Forestry returns were directed to the Economic Planning Branch. As a result of various discussions between Statistics Canada and the Ontario Statistical Centre it was mutually agreed that the latter agency would deal exclusively with the Census of Forestry reports, since Statistics Canada stated its preference for dealing with one agency. This position was reinforced by the fact that the Ontario Statistical Centre was already engaged in the Census of Manufactures Survey.

Thus, beginning with the 1968 Census, all Census reports associated with wood and wood products were to be handled directly by the Ontario Statistical Centre. This situation was made possible under an agreement between Statistics Canada, the Ministry of Natural Resources, and the Ministry of Treasury, Economics and Intergovernmental Affairs, contained in Order-in-Council No. OC 610/64, from February 20, 1964.

Usage: Because of the strong links between the forestry industry and the forest-based industries, current and reliable statistics that reflect trends and developments in these industries must be made available to provincial users. Then policies that have far reaching repercussions on the economy can be realistically assessed. The major users of Forestry information include the Ministry of Natural Resources and the Ministry of Treasury, Economics and Intergovernmental Affairs. Representative requests are highlighted below:

1. Request for Forestry statistics for GATT study by Ministry of Treasury, Economics and Intergovernmental Affairs, December 1973/January 1974.
2. Request for logging statistics by geographical area by Ministry of Natural Resources, January 1973.
3. Request for regional data for the logging industry from Ministry of Treasury, Economics and Intergovernmental Affairs.

PRODUCT DIRECTORY

Description: The Product Directory is a listing of Ontario manufacturing establishments and their products. It is compiled annually from Census of Manufactures information based on the Statistics Canada concept of establishments, and is classified according to the Standard Industrial Classification.
The Product Directory is stored on magnetic tape and can be sorted and produced on either product or establishment basis. The former method lists products and the establishments producing each, while the latter reverses this order. The Directory can also be produced by single industry or industrial groups in accordance with SIC standards.
The products have been coded at the 5 digit level, but for users who desire less detail, an abbreviated Product Directory can be produced at the 3 digit level.

Background: In 1967 the Ontario Statistical Centre, as one of the units in the former Department of Economics and Development, developed the Product Directory on request from the Trade and Industry Branch, Department of Economics and Development. Subsequently, the Directory has been produced annually for that branch.

Usage: The Product Directory is used in trade, promotion and marketing areas. Purchasing agents use the document in the development of supplier listings and

pre-qualification information. Trade centres view the Directory as an information service. The Directory is distributed annually to several government users, including the ministries of Health, Education, Natural Resources, Transportation and Communications, Agriculture and Food, and Government Services. It is also being supplied to the Ministry of Industry and Tourism as an input for their computer data base.

ENERGY STATISTICS

Description: Energy data used in the Manufacturing and Primary Industry Statistics Section are obtained from the following sources:

1. Census of Manufactures Original Reports
2. Census of Mining Original Reports
3. Census of Forestry Original Reports
4. Data tapes from Statistics Canada (to be implemented) and
5. Publications and releases by Statistics Canada and other agencies.

Items 1 to 4 are information collected by the Centre. These data are subject to the same conditions of confidentiality as are data from other census files.

Background: An increased demand for energy statistics, particularly during the past three years, has been apparent. TEIGA provided a substantial contribution to the information available in this field through the 1974 Economic Paper, "Energy Consumption by Ontario Manufacturing Industries" which covers 1971 data. This publication, originally based on information supplied from the Census of Manufactures data base, is now produced by the Centre. A further expansion in processing of energy statistics has resulted from the demand for new information for the Ontario Statistical Review.

Usage: Interest in energy statistics has been increasing during the past three years, particularly following the recent oil crisis. Data requests have originated from different ministries of the Provincial Government, federal agencies, universities and other institutions. Users have typically required information for air and water pollution studies, model building, economic planning, economic analysis, and research on manufacturing and mining industries' energy consumption.

CORPORATION GROWTH IN ONTARIO

Description: The objective of this publication is to provide a comprehensive picture of the growth in number of corporations in Ontario, their composition by type, incorporation by jurisdiction, and the formation of new corporations.

Background: The recommendation to proceed with this publication was made by the Statistical Data Users Advisory Committee of the former Department of Treasury and Economics.

Usage: This publication is distributed to both government and non-government users. The data on corporations are essential to economists and business enterprises as an aid in appraising general economic conditions in the province. These data provide insight into fluctuations in the level of expansion in the number of corporations throughout the province and give officials concerned with the establishment of new corporations some indicator upon which to base policy decisions. For example, the ministries of Consumer and Commercial Relations, and Industry and Tourism can use the statistical series for evaluating policies related to the development of new corporations in various areas in the province, and for controlling corporations incorporated outside the province. The publication is also useful to students of economics, corporation finance, and corporate law, as well as trade associations, businesses, and the general public.

CREDIT UNION FINANCIAL SURVEY

Description: This quarterly financial survey has been operating in Ontario since 1967, and currently includes the 1,286 active credit unions and caisses populaires chartered in Ontario (as of December 31, 1974). The results are usually made available to Statistics Canada shortly before being published in a Quarterly Statistical Bulletin by the Centre.

Although the survey response covers about 80 per cent of all credit unions representing 95 per cent of all credit union assets, data estimates for the 20 per cent non-respondents are calculated as well, and incorporated in the results to provide total provincial coverage.

The information being compiled include all principal accounts of the balance sheet, operating statement, surplus account, and reserve funds. Other special statistical statements, such as type and purpose of loans granted, rates of interest charged on loans or paid on deposits, are also included. An annual statistical report is also being published by the Centre.

Background: This survey was undertaken in response to requests by Statistics Canada and the Credit Union Branch of the Ministry of Consumer and Commercial Relations to obtain national standardized financial data on credit unions and co-operatives. A quarterly survey of

credit unions in Ontario, (excluding co-operatives) was developed by the Centre, with other provinces developing similar survey systems, to provide Statistics Canada with comparable data on a national scale based upon an agreed minimum standard format.
On August 4, 1971, an Order-in-Council (OC 2343/71) was approved which placed the conduct of this survey under The Statistics Act.

Usage: This survey is currently the only source of financial and related statistics on credit unions in Ontario. The following organizations rely solely upon these data: Credit Union Branch of the Ministry of Consumer and Commercial Relations; Ontario Credit Union League Limited; La Federation des Caisses Populaires de l'Ontario Ltee.; Statistics Canada; and the National Association of Canadian Credit Unions, Inc. (through CUNA in Wisconsin).

MORTGAGE REGISTRATION SURVEY

Description: The Mortgage Registration Survey requires the monthly reporting of a sample of conventional mortgages newly registered at each of the 96 provincial registry and land titles offices under the Ministry of Consumer and Commercial Relations. During 1973 there were close to 273,250 conventional mortgages registered in Ontario (with a value of $7.6 billion), of which the sample includes approximately 65,600 mortgages. The principal information on conventional mortgages being compiled include (a) type of borrower, (b) type of lender, (c) amount of mortgage, (d) interest rate, (e) term, (f) municipality: name, type, and size, (g) county, (h) economic region, and (i) planning region.

Computer-tabulated results for each quarter are reported to Statistics Canada during the year. In addition, an annual statistical report on conventional mortgages, has been published by the Centre each year since 1969. Future plans include the publication of quarterly bulletins.

Background: Late in 1968, Statistics Canada and Central Mortgage and Housing Corporation requested the participation of the Ontario Statistical Centre in their national program to obtain quarterly statistical estimates on the number and value of conventional mortgages newly registered in each province. Since this survey,

formerly conducted by CMHC, was based on provincial government administrative records, it was anticipated the provinces would be more capable of improved coverage, accuracy and timeliness. Ontario's survey system for the collection and processing of these data was developed early in 1969 and initiated with the co-operation of the Department of Justice in July, 1969.

Initially the cost of recording the Ontario data was financed through grants provided by Statistics Canada. For the second and subsequent years, this cost was borne by the Province, based upon an Order-in-Council from Treasury Board meeting held March 18, 1970.

Usage: The statistical report produced from the Mortgage Registration Survey is one of the few sources of information available in Canada which presents small area quantitative data classified by economic and planning regions, county, and municipality.

This information is considered helpful to government agencies as a guideline for policy formulation on planning and financing housing and other types of new construction in Ontario. It indicates both trends and the nature of changes on a geographic basis.

In addition to satisfying many of the needs of Statistics Canada, CMHC, and others within the provincial realm, such as persons in real estate, the survey also improves federal-provincial statistical

co-operation as far as reciprocal agreements between governments is concerned. Although the publication mailing list is approximately 1,500, many advance enquiries have been received for selected statistical data prior to publication indicating a need for a pre-release of data. With more effective promotion it is anticipated that the usage of data from this survey could be greatly expanded.

SURVEY OF REAL ESTATE BROKERAGE FIRMS*

Description: This sample survey, which includes about 1,200 firms from a universe of over 3,200 firms, is being conducted in response to ministerial and industrial requests for information about the real estate brokerage industry. Items being surveyed include income, expenses, output, employment, business and consumer expenditures, capital expenditures, and the industry's contribution to the Gross Provincial Product. An annual publication produced from this survey provides mainly financial statistics, while a quarterly bulletin will report some aspects of the industry's employment and output, such as the number and value of transactions. Trust companies are included only in the quarterly surveys. These are the only complete statistics available for the industry in Ontario, and although they are currently produced for economic regions, they will in the future be produced for the new Ontario planning regions.

Background: As statistics for the service and financial trades are quite limited, a recommendation was made by the Statistical Users Advisory Committee of the former Department of Treasury and Economics that the Ontario Statistical Centre make a continuing effort

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*Registered with Ministry of Consumer and Commercial Relations.

to obtain better data concerning the services sector in Ontario. This committee gave authority and responsibility for collection details and determination of priorities to the Provincial Accounts Task Force, which was made up of a group of economists representing ministerial users.

Primarily at the request of Mr. C. P. Honey the Centre then studied the feasibility of collecting Ontario consumer expenditures data, by survey, using the industry-output approach. Following the study's completion, the Task Force gave priority to a survey of real estate brokerage firms. Subsequently an Order-in-Council (number OC 2459/72 dated July 26th, 1972) gave the Centre approval for the collection, compilation, analysis and publication of these annual and quarterly data under The Statistics Act.

Usage: The data collected through this survey represent a first step towards improving the statistics available for the service trades. These statistics are required for short-term and medium-term forecasting activities. The supply and turnover of land and buildings are significant indicators of the economic health of the province. Thus, government planning units are interested in certain aspects of the industry servicing this turnover, so they can evaluate the effect this sector has on the economic and social development of Ontario. This survey is

also designed to meet the statistical needs of the Ministry of Consumer and Commercial Relations and of the Ontario Real Estate Association (which has indicated a willingness to share some costs), concerning such items as the number of brokers and salesmen, earnings, remuneration methods, sales, services provided, etc.

Others such as the Ministry of Industry and Tourism and the Ontario Housing Corporation have expressed interest in this survey's reports. Also, several federal government units such as CMHC and the National Income and Expenditure Division of Statistics Canada are interested in having "as clean and precise a series as possible on real estate commissions" for use in estimating Gross Fixed Capital Formation for the National Accounts of Canada.

FOREIGN CONTENT OF ONTARIO GOVERNMENT PURCHASES

Stage 1 - User Needs

Description: This report follows a Cabinet request to establish criteria for a system of statistics on the foreign content of purchases by the Ontario Government. It contains an in-depth discussion of relevant terminology, and particularly stresses the weakness of value-added or similar approaches in defining the degree of foreign content. Second, and most important, this report examines government needs for all types of purchasing statistics in order to optimize the usefulness of any data collection system. Also provided is a brief description of the salient features of the complex, diverse, and decentralised purchasing systems operating in the Ontario Government, plus a list of available data files.

Background: Complaints of discrimination against Ontario firms led to a fact-finding report on out-of-province purchasing by the Ontario Government conducted by the Resources Development Policy Field Committee. Following the recommendations in that report, the Cabinet, at its meeting of December 19, 1973, directed that the above-mentioned statistical system be studied and implemented "so that records can be maintained on out-of-Province purchasing". Accordingly a work group was established, comprising staff of Central Statistical Services Division. This group produced

a report, based on research and a series of interviews with those ministries which purchase large amounts, or deal with the policy aspects of government purchases, and with the Federal Department of Supply and Services and others.

Usage: This report provides an essential preliminary stage in any attempt to set up a statistical system on the foreign content of Ontario Government purchases. In line with the Cabinet directive, it includes a description of all the stages needed to implement the requested statistical system, plus detailed recommendations for stage 2 of the study, on obtaining data from all ministries on the number and value of purchase orders and tender documents, and other details. Such basic information is needed to determine sample selection methods and the magnitude of the problem. It is known that Cabinet, and the ministries of Industry and Tourism, Government Services, and Treasury would use statistics on foreign content of government purchases. It is not yet known, however, whether this interest would be affected by reviewing the complexities of the current purchasing systems, and considering the conceptual difficulties involved, that would result in a degree of inaccuracy in foreign content estimates. Foreign content aside, the spin-off effects of establishing a data collection system on government purchases would be of value to some ministries, including Management Board of Cabinet

and Ministry of Government Services, as noted in the report. Senior management comment and direction is presently awaited.

SURVEY OF ONTARIO GOVERNMENT SCIENTIFIC ACTIVITIES

Description: The purpose of this survey is to identify and classify expenditures and manpower devoted to scientific activities of the Ontario Government. To provide data comparable with national and international series, separate estimates are needed for each of the natural sciences, human sciences, and technology.

Background: For several years, Statistics Canada has been preparing estimates on expenditures and manpower committed to the field of science. In 1973, a request for improved statistics for the Ontario portion of these estimates was made by the Provincial Secretariat for Resource Development. Preliminary arrangements were then made for information to be collected from various ministries and agencies of the Ontario Government, through an interview-questionnaire approach. The Advisory Committee on Science Policy has not yet made a decision on the degree of distribution of the data, thus no details from the survey may be released at present.

CENSUS OF POPULATION AND HOUSEHOLDS

Description: The Ontario Statistical Centre serves as the provincial focal point for the dissemination of data from the 1971 Census of Population and Households to ministries, agencies, and commissions of the Ontario Government, as well as Ontario municipalities. The Centre, as the focal point, is also concerned with gathering and compiling new data for inclusion in the 1976 Census of Population.

Background: The activity was initiated following Ontario's acceptance of the Statistics Canada proposal presented at the 7th Federal-Provincial Conference on Economic Statistics held in Banff, Alberta, in May, 1970. All the provinces and territories have developed focal points to effectively communicate with the statistical committee on a national basis. Ontario is represented on the Federal-Provincial Census Data Access Committee by staff from the Centre. Ontario's input and recommendations to this committee arise from a continuous dialogue with Ontario ministries through an Interministerial Committee on the Census Data Access Program (currently called Statistical Data Users Committee). Through a series of meetings with this committee, users' new data needs are identified for inclusion in future censuses.

Data requests for 1971 Census Data are supplied to users via microfilm, computer output, and printed

publications as well as computer summary tapes. Costs associated with providing this service are charged back to the user through journal entries for internal requests and regular invoice procedures for all others. In addition to supplying census data, the Centre's staff have prepared and distributed census manuals and other documents considered relevant to census matters. Educational support, which is a necessary prerequisite to better use of the census product by the user, has also been provided by the Centre's staff through a series of workshops. The workshops have encompassed such matters as census geography, census methodology, data reliability and various methods used in data imputation.

Usage: Census data, because of its unique and comprehensive character, provides input to most studies conducted in the ministries of the Ontario Government. Larger municipalities in Ontario depend on information from the Census of Population in the planning and implementation of a variety of local developments. Major municipal planning boards currently using these services include Waterloo, Peterborough, Sarnia, and Sudbury.

MIGRATION FLOWS MODEL

Description: The migration flows model produces yearly estimates of population migration by sex and broad age groups. The model also produces estimates of migration streams (specifically counties and census divisions) by origin and destination. The model utilizes data on the change of address of individuals filing income tax returns.

Background: The migration of people from one region to another, both between provinces and within provinces, is of increasing importance to economists, municipal planners, and others concerned with providing adequate services in the fields of education, health, welfare, and labour. Before the development of the Migration Model by the Regional Statistics Section of Statistics Canada, the only reliable source of relevant data was the decennial Census of Population. Few data were available in the intercensal periods. The model consequently seeks to fill this data need. The Centre undertook this project at the request of the Statistical Data Users Committee and the Regional Statistics Section of Statistics Canada.

Usage: Ministries and agencies of the Ontario Government utilize this unique new data source. The need for profiles of population migration patterns in various ministries indicates that the census data will be

updated by using the model. Since the model is unique, a considerable amount of evaluation will be necessary to determine its potential to provide similar information (subject to confidentiality constraints) on income, occupation, size of family units, age groups, etc.

SOCIAL INDICATORS

Description: This activity concerns the conduct of research at the conceptual (and ultimately practical) level into those aspects of the human situation currently described by terms such as social indicators, social statistics, socio-demographic statistics, social accounting and quality of life.

Background: The impetus for the development of this work came from two sources. Firstly, in mid-1973, it was felt that social statistical reporting would soon command great interest, particularly within government agencies as well as among private academics. This expectation was based on the sudden and comparatively large amount of research in the social sector emerging from the United States since the early 1960's. Secondly, an agreement was reached during the first meeting of the Federal-Provincial Consultative Council on Statistical Policy, held November 7 - 8, 1974, that "the provinces and territories would inform Statistics Canada of their views on the new publication 'Perspective Canada', and make suggestions on the content for Volume II."

Usage: The initial activity here has been at a conceptual level, but there has also been some concrete development. The most notable of these has been an attempt to construct a health index to measure and compare levels of ill health in Ontario's population, over

time, and between sub-provincial areas. Other work has concerned appraising and commenting on papers. The Centre recently co-ordinated comments from other Ontario Government departments on a publication from Statistics Canada entitled "Perspective Canada". The comments received have been synthesized and sent to Statistics Canada, as an Ontario viewpoint on this major compendium of social statistical data available in Canada. It is also expected that, with the co-operation of the Statistical Data Users Committee, the Centre might serve as a focal point not only between Ontario and Ottawa, but for all Ontario Government departments that might consider developing an index to gauge any single or multiple social conditions.

ESTIMATED EXPENDITURES ON HEALTH CARE, ONTARIO

Description: These reports provide the most comprehensive estimates available on the cost of health care in Ontario. Published and unpublished data sources were used to provide the figures or to derive a base upon which estimates might be made. Costs are first presented according to major spending agency, and then by type of health care provided. After eliminating expenditures which are double-counted, the cost of the items included totalled 2.6 billion dollars in 1971/72. The 1972/73 expenditure estimates will be available shortly: delays in release of basic source data from Statistics Canada and elsewhere, as well as changes in project priorities, have delayed the release of the 1972/73 report.

Background: The Ministry of Health originally requested this project and accordingly a pilot study was conducted by the former Economic Planning Branch on the fiscal year 1970/71. The next study, carried out by the Centre at the request of that branch, includes a revision of the 1970/71 estimates, that incorporates more health care components, alternative data sources, and some amended methodology. The revised estimate is approximately 450 million dollars higher than the earlier figures and is now comparable with the 1971/72 estimate.

Usage: The study provides a way to monitor annual changes in health care costs, and a wider base upon which to set priorities and formulate policy than existed hitherto. Approximately three hundred copies of the 1971/72 report have been circulated. The updated report on 1972/73 will provide more comprehensive and somewhat improved estimates plus comparative figures for the years 1970/71 and 1971/72.

SOCIAL AND ECONOMIC ACCOUNTS

Description: Since 1969, the Ministry has been engaged in continuing research to develop time series of the components of Ontario's gross output. This information would be comparable to that available in the Canadian System of National Accounts. Estimates generated by this project are a valuable tool for quantitative economic analysis and form the data base for econometric models of Ontario's economy.

Background: During fiscal 1974/75, methods were developed for more timely estimation of major components of Gross Provincial Product and Expenditure. Data for 1974 was made available with less than three months' time lag. Plans for fiscal 1975/76 include introducing a mid-year forecast, with first estimates of 1975 Gross Provincial Product to be released by August. Work is currently underway on a time series for Gross Domestic Product by Industry. The availability of this data is considered critical for the analysis of structure and trends in economic aggregates within Ontario. When comparable product estimates are available for all provinces, they will permit comparison of the relative size and movement of production, per capita product, and productivity by industry, among provinces and regions as well as nationally. Relative levels and trends of course, can be related to associated factors, the provincial economic

growth traced, and the contributions of individual sectors assessed.

The Ontario Gross Domestic Product estimates by industry are also a necessary framework for provincial and regional economic projections, especially when these are made against the background of Gross Provincial Product projections.

Estimates of Gross Domestic Product by Industry are indispensable for obtaining more precise deflators of current values than is possible with provincial aggregates alone. Even today there exists no reliable price deflator for Ontario. The formulation of the real product measures will facilitate the development of appropriate price deflators. Furthermore, the existence of an independent estimate of Gross Provincial Product provides a useful check on related estimates of Gross Provincial Product by other approaches.

The work underway to integrate the Ontario Input-Output system with Provincial Economic Accounts is not feasible without Gross Provincial Product by Industry estimates. These are critical for insuring consistency between the two types of accounts, and provide an indispensable base for the development of a CANDIDE-type model for Ontario.

Usage: Due to the usefulness of economic account data as an analytic and planning tool, the main users of this information are the Office of Economic Policy, the

Fiscal Policy Division, and Urban and Regional Planning Division within the Ministry of Treasury, Economics and Intergovernmental Affairs. Substantial use of the data is also made by the ministries of Health; Community and Social Services; and Energy; while a number of academic and business research projects depend on provincial product tabulations as input.

INPUT-OUTPUT ANALYSIS

Description: Input-Output analysis is essentially a method of recording detailed statistical information in the form of a matrix, which portrays the flow of goods and services among the various sectors of the economy. This matrix reflects the underlying technology of the economy. The Ontario I/O model is of significant value for quantitatively measuring the impact of changes in demand for each sector's product on various levels of economic activity within the province. In addition, with the supplementary data on employment per unit of output, target outputs can be translated into sectoral employment requirements. This model is an essential tool for formulating a comprehensive economic and industrial policy.

Background: After the Ontario Input-Output model for the base year 1965 was completed, it was deemed necessary to update the model. Due to the usual time lag between compilation and estimation of the required data, the year 1969 was selected for the updating process. The major source of data for this project is the annual Census of Manufactures. However, the definitions used in the Census do not necessarily conform with the regional concept and inter-industry analysis. Therefore, major revisions and adjustments to the data have to be performed prior to their incorporation into the Input-Output model. For the

information on the non-manufacturing sectors, estimates are reconciled with other sectors to form the major part of the Interindustry table. This project does not merely encompass the data from the 1969 Census. Major improvements in methodology were made during the development of the model, especially in the area of final demand, such as the three-levelled government expenditures, household consumption, public and private investment expenditure, etc.

Usage: Despite the theoretical differences between the two models, they will be fully comparable in terms of sectorial classification, and conceptual definitions of major economic variables. The comparability of the two tables is essential in measuring the techno-logical changes which have taken place in the Ontario economy. Moreover, the completion of the updated model will facilitate the development of several economic models derived from it. Requests have been received from the following agencies:

- Ministry of Energy and Natural Resources, for application of the Input-Output analysis to energy forecasts and environmental control
- Ontario Hydro, for market research and impact analysis
- Ministry of Transportation, for impact study of various transport sectors through the interindustry approach

- Ministry of Agriculture and Food, for an extension of the interindustry model to include various sub-sectors of the agriculturally-based industries

QUANTITATIVE RESEARCH

Description: This is an econometric study aimed at projecting long-term housing requirements in Ontario that was initiated in 1974.

Background: In recent years housing has become an important issue in Ontario: the constantly rising housing prices resulting from a rapid increase in demand and a more slow increase in supply make it more difficult now for lower-income families to acquire their own houses without government assistance. The Advisory task Force on Housing Policy estimated that in Ontario today 300,000 to 400,000 families, or one family out of every six, require some kind of financial assistance for housing.

Generally speaking, the role of government in solving the housing problem is to make sure that enough housing units are available at prices that can be afforded by prospective purchasers. Because understanding the determinants of housing supply and demand is the prerequisite to implementing such a policy, this study presents an estimation of housing demand and supply functions before evaluating the economic effects of government policies on housing. The report by the Advisory Task Force on Housing Policy is the first major quantitative public examination of housing in this province, and probably the first examination of this kind anywhere. However, because available data are limited and many economic

causes and effects are difficult to quantify, the present study is more limited in scope than the Housing Report. As more required data become available, the present study can be refined and expanded. At this time, housing for Ontario as a whole is studied. Later, the coverage could be extended to three major metropolitan areas in Ontario: Toronto, Hamilton and Ottawa.

The first part of the study consists of a technical report containing estimated demand and supply functions for housing and has recently been completed. The second part of the study, currently under development, will provide forecasts of housing requirements in Ontario to the year 1980.

Usage: The results of the study and the forecasts of housing requirements generated by the model will be used by the Policy Planning Division of the Ministry of Treasury, Economics, and Intergovernmental Affairs as well as the Ministry of Housing.

APPENDIX B

PROPOSED TERMS OF REFERENCE OF THE
STATISTICAL DATA USERS' COMMITTEE

1. The Statistical Data Users' Committee will be an advisory body to the Ontario Statistical Centre and will serve as a forum for discussions between the Ontario Statistical Centre and the Ministries.

2. The Statistical Data Users' Committee will provide a means by which the Ontario Statistical Centre may ensure that all Ministries are informed of significant developments in the field of government statistics.

3. The Statistical Data Users' Committee will be made up of ordinary members selected by their Deputy Minister as representatives to the Committee. Invited representatives of governmental agencies may be associate members.

4. The Chairman of the Statistical Data Users' Committee will be appointed by the Ontario Statistical Centre.

5. The Statistical Data Users' Committee will meet at least twice a year, in April and November. Additional meetings may be called at the discretion of the Chairman, and such meetings must be called if written requests are made to the Chairman by three or more ordinary members.

6. The Statistical Data Users' Committee may establish groups to undertake special or continuing assignments.

PROPOSED TERMS OF THE TECHNICAL ADVISORY GROUP ON STATISTICS

1. The Technical Advisory Group on Statistics will act on behalf of the Statistical Data Users' Committee as a technical advisory group to the Ontario Statistical Centre and will reflect consistently the statistical interests of the Statistical Data Users' Committee. The group will report frequently to the Statistical Data Users' Committee members by circulating group minutes and recommendations as available and by submitting summary reports at the Statistical Data Users' Committee meetings.

2. The Technical Advisory Group on Statistics will assist the Central Statistical Agency in the co-ordination and preparation of statements which define the Provincial position with regard to statistical matters.

3. The Technical Advisory Group on Statistics will assist the Ontario Statistical Centre in providing or obtaining appropriate technical support and active participation in statistical conferences and committees.

4. The Technical Advisory Group on Statistics will assist the Ontario Statistical Centre in the review and analysis of statistical proposals.

5. The Technical Advisory Group on Statistics will recommend to the Ontario Statistical Centre and the Statistical Data Users' Committee the conducting of seminars and workshops on statistical matters, and the formation of task forces or sub-committees on statistical problems.

6. The Technical Advisory Group on Statistics will consider potential improvements in the provincial statistical system and appropriately advise the Ontario Statistical Centre and the Statistical Data Users' Committee.

7. The Technical Advisory Group on Statistics may call upon resource members from the Statistical Data Users' Committee or other agencies. The resource members will have no vote at the Technical Advisory Group on Statistics meetings.

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